

DETAILED INSPECTION CHECKLIST

- 040 CAREER PLANNING
Functional Area Manager: MMEA-6
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- 040 01 STAFF NONCOMMISSIONED OFFICER-IN-CHARGE (SNCOIC)
RESPONSIBILITIES (PERTAINS TO ALL SNCOIC'S)
- 040 01 001 Does the Staff Noncommissioned Officer-in-Charge (SNCOIC) conduct required Career Planning evaluations?
Reference
MCO 1040.31, CHAP 2, PAR 2.A.6
- 040 01 002 Does the SNCOIC conduct and document required monthly/quarterly follow-on training for all subordinate Career Planners?
Reference
MCO 1040.31, CHAP 2, PAR 2.A.8
- 040 01 003 Does the SNCOIC advise the Commanding General/Commanding Officer on Marine Corps Enlisted retention matters (e.g. Retention Reports, Letters of Instructions, Case Studies and After Action Reports)?
Reference
MCO 1040.31, CHAP 2, PAR 2.A.4
- 040 01 004 Does the SNCOIC coordinate the implementation of the current Fiscal Year Retention Guidelines within the command?
Reference
Current Fiscal Year Retention Guidelines (MARADMIN)
- 040 01 005 Does the SNCOIC conduct on sight inspections of subordinate commands?
Reference
MCO 1040.31, CHAP 2, PAR 2.A.5 2
- 040 01 006 Does the SNCOIC conduct quality control on all Reenlistment, Extension, Lateral Move (RELM) requests submitted by subordinate Career Planners?
Reference
MCO 1040.31 CHAP 2, PAR 2.A.10
- 040 01 007 Does the SNCOIC ensure the interviews are conducted as required?
Reference
MCO 1040.31, CHAP 3, PAR 2.B

- 040 02 CAREER PLANNER RESPONSIBILITIES
- 040 02 001 Does the Career Planner have an assigned office conducive to an effective Career Planning Program?
Reference
MCO 1040.31, CHAP 2, PAR 4.A
- 040 02 002 Does the Career Planner have immediate access to all required data processing equipment necessary to conduct daily operations?
Reference
MCO 1040.31, CHAP 2, PAR 4.B
- 040 02 003 Does the Career Planner have additional duties that either compromised the Career Planner's position or require the preponderance of their time?
Reference
MCO 1040.31, CHAP 2, PAR 7.D
- 040 02 004 Does the Career Planner maintain responsibility of Fleet Assistance Program (FAP) and temporary additional duty (TAD) Marines to ensure that the best interest of the individual and the Marine Corps is served?
Reference
MCO 1040.31, CHAP 1, PAR 3.B.1.D
- 040 02 005 Does the Commanding Officer properly delegate authority to conduct Commanding Officer EAS Interviews in writing, when applicable?
Reference
MCO 1040.31, CHAP 3, PAR 1.G 3
- 040 02 006 Does the Commanding Officer conduct all Commanding Officer EAS interviews where the Marine is receiving a Reenlistment Eligibility (RE) Code other than RE-1A?
Reference
MCO 1040.31, CHAP 3, PAR 2.B.3.D
- 040 02 007 Does the Interview Management System show any overdue Commanding Officer EAS interviews?
Reference
MCO 1040.31, CHAP 3, PAR 2.B.3
- 040 02 008 Does the interview management system show any missed Commanding Officer EAS interviews?
Reference
MCO 1040.31, CHAP 3, PAR 2.B.3

- 040 02 009 Does examination of the Interview Management System and/or Career Planning Contact Records reveal that the Commanding Officer is making reenlistment recommendations and assigning appropriate reenlistment eligibility codes?
Reference
MCO 1040.31, CHAP 3 PAR 2.B.3.D, CHAP 6, PAR 1.A.2, APP D; MCO P1900.16F
- 040 02 010 Does the Interview Management System show any overdue Career Planner interviews?
Reference
MCO 1040.31, CHAP 3, PAR 2.B
- 040 02 011 Does the Interview Management System show any missed Career Planner interviews?
Reference
MCO 1040.31, CHAP 3, PAR 2.B
- 040 02 012 Does examination of the Interview Management System and/or Career Planning Contact Records reveal that the Career Planner is documenting a chronological record of the Marine's basic qualification for reenlistment; the evaluation of the Marine; the Marine's specific reason(s) for not reenlisting; detailed summary of discussion with the Marine; and the recommended RE- Code, if the Marine separates?
Reference
MCO 1040.31, CHAP 6, PAR 1.A.2
- 040 02 013 Does examination of the Interview Management System and/or Career Planning Contact Records reveal that the Career Planner is advising Marines on Career Enhancement Tools?
Reference
MCO 1040.31, APP C
- 040 02 014 Does the Career Planner provide information on Marine for Life, benefits of joining the Selected Marine Corps Reserve, and the requirement to attend Transition Readiness Program to Marines (during the EAS interview) who will not reenlist?
Reference:
MCO 1754.8A, CHAP 1 PAR 4.C.2.E; MCO 1040.31, CHAP 3, PAR 2.B.3
- 040 02 015 Is the Career Planner familiar with restrictions affecting service limits?
Reference:
MCO 1040.31, CHAP 4, PAR 10, Current MCBUL 5314 (ECFC)
- 040 02 016 Are the contact records maintained in the open, working, and closed binders?
Reference
MCO 1040.31, CHAP 6, PAR 1.A.4

- 040 02 017 Are the individual case files maintained alphabetically in six sections?
Reference
MCO 1040.31, CHAP 6, PAR 1.B
- 040 02 018 Does the Career Planner maintain the career planning contact record, and the individual case file for the current fiscal year plus two previous fiscal years?
Reference
MCO 1040.31, CHAP 6, PAR 1.D
- 040 02 019 Does the Career Planner thoroughly screen each Marine prior to creating a RELM?
Reference
MCO 1040.31, CHAP 6, PAR 2.B.4, Current TFRS Submission Guidelines
- 040 02 020 Does the Commanding Officer, Career Planner, and requesting Marine sign all RELM responses from CMC (MMEA)?
Reference
MCO 1040.31, CHAP 6, PAR 2; TFRS RELM responses
- 040 02 021 Does the Career Planner properly complete the DD Form 4 (Reenlistment Contract)?
Reference:
MCO 1040.31, CHAP 6 PAR 3;
- 040 02 022 Does the Career Planner properly complete the NAVMC 321a (Agreement to Extend Enlistment)?
Reference
MCO 1040.31, CHAP 6 PAR 4; MCO P1040R.35B, PAR 5407
- 040 02 023 Does the Career Planner properly cancel the NAVMC 321a?
Reference
MCO 1040.31, CHAP 5 PAR 2
- 040 02 024 Is the Selective Reenlistment Bonus Program Statement of Understanding properly completed?
Reference
MCO 7220.24N
- 040 02 025 Does the command ensure Career Planning forms are updated in the Marine's Official Military Personnel File (OMPF) in a timely manner?
Reference
MARADMIN 680-11, TFRS Message T0176